

New update on March 24, 2017

As of the 2016-2017 school year, the Bureau of Transitional Planning (BTP) will be entering the final stages of development and testing for a paperless referral process for all Chapter 688 submissions on behalf of students with disabilities. This includes submissions directly to human service agencies as well as to the BTP. During this phase-in of the electronic referral process, EOHHS agencies and the BTP will work with all school districts to insure timely information and technical assistance is available to them, with the goal of no longer accepting paper referral packets beginning with the 2017-2018 school year.

In order to prepare for this conversion, all school districts are asked to maintain regular review of this Bulletin and take actions as indicated.

Past Due Actions:

It is critical that we receive all districts' Authorized User information as soon as possible.

- Submit list of all authorized users to the BTP by sending an email to BTPintern2@state.ma.us
 - Authorized User information should contain:
 - Name – First, last, MI if applicable
 - 4 digit PIN (this will be a number chosen by the user)
 - DOB
 - Work email address
 - Work phone number

Current Actions Due:

- Authorized Users should identify who the Access Administrator is for their district. Users will need to know their Access Administrator and his or her contact information so that any changes or additions are approved in a timely manner and submitted to EOHHS.
- We are still in the process of building certain components of the system and the first set of tasks will be related to making sure we have the capacity to accommodate over 400 users, given that every district's equipment and peak usage will be different. To that end, there are two quick testing tasks we are hoping you can complete.
 - (1) The first task – a scanning test - will take approx. 15 minutes to complete. We need help making sure we properly prepare for electronic documents from different scanner models, since each school we receive documents from will be different. To run the test, please complete the attached chart and follow all of the directions. When you are through, please send us back the filled out chart. There is no need to send us all of the documents you have scanned. The main purpose of this test is to record the size of the file that each particular scanner creates, so the T22 system has the capacity to accommodate all of these files.



Document Scanning
Test.docx

- (2) The second task – answer a brief set of questions – will take approx. 20 minutes to complete. This task has to do with insuring that our system has the concurrency capacity to handle the required volume during peak usage. We are hoping to understand peak usage in terms of times of day, and also in terms of particular times of the year. For example, historically, the BTP has received the bulk of annual 688 paper referrals Feb – May. Please complete the attached chart and follow the instructions. The chart has a few tabs: one for instructions, one for “about you”, and one for you to place an “X” in the columns that represent your anticipated usage of the system. There are also some examples of how to fill out the information. Please think about this in terms of the time you spend on existing paper referrals; you do not need to worry about how your usage may change as the result of an electronic process. We are just hoping to capture a baseline of what currently exists.



Usage Survey 2016
09.xlsx

- Please send all completed results to BTPintern2@state.ma.us. We thank you in advance for your time,

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